Instructions:

- As you fill out this template for your project, consider the community you are working with, key issues that have been raised and other neighborhood-specific factors.
- You may want to consider gathering community input to inform your plan, if appropriate.
- Finally, be mindful that communities and community perspectives may change over time. As a result, your Good Neighbour Plan may need to be updated at a later date to remain current.

[Name of Organization]

- Introduce your organization and its mission.

[Participating Stakeholders/Communities]  *optional

- If agreed to by community members/stakeholders, you may wish to list participating parties here. This could include Community Leagues, Business Improvement Areas, nearby businesses, neighbours or other community members.

[Project/Program Information]

- Explain your project, program and/or services.

[Commitment]

- Explain your commitment to being a good neighbour.
- Include specific commitments where possible. For example, open communication with community, how information will be shared, ensuring easy access to the issue resolution process, property maintenance, etc.

[Eligibility]

- Include a brief explanation of the eligibility requirements for your program.

[Key Issues]  *  optional
If the community has raised specific issues or concerns, you may want to state how you plan to mitigate or address those issues. This could include cleanliness, security concerns, communication or other issues.

If desired, list any relationship-building activities you plan to offer the community. This could include community barbecues, holiday dinners, providing community amenity space, etc.

Indicate who the community can contact for emergency and non-emergency situations. Provide specific contact information (email address and phone number) for your representative. Outline timelines and how concerns will be responded to, including the process of escalating unresolved matters if applicable.